

COMMISSION COMMENTS

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KEEP ON TESTING!



For the first half of 2005, the Commission reviewed over 4400 nonuniformed job applications and the Testing Center staff tested over 2000 individuals.

We administered several performance tests, which required candidates to demonstrate their ability to operate equipment and tools used on the job. Some examples of performance tests administered include Automotive Mechanic, Equipment Operator, Excavator, and Refuse Collection Vehicle Operator. We utilized the Piedmont Testing Facility to accommodate large groups of candidates for examinations such as Water Service Technician and Criminalist. The CSC Testing Resource Center staff at 50 West Gay Street administers tests for smaller groups of

candidates and for computer-aided examinations.

The at-vacancy process is used in the majority of test administrations. This means that examinations are given on an as needed basis, rather than on a two-year cycle. When a department has a vacancy, a recruitment request is sent to Civil Service and the classification is opened for testing.

We are starting to incorporate more computer testing programs as we upgrade our technology resources. In the near future, we hope to increase the number of computers and software programs used in the Testing Center.

Even as the calendar year starts to wind down, administration of examinations for nonuniformed classes is still going strong. The rate of testing will remain high throughout the remainder of 2005, with upcoming administrations for Police Communications Technician, Automotive Body Mechanic, and Community Relations Representative, among others. With the amount of testing expected, it is to important to keep job class interest sheets current and frequently

check the Commission's website for job openings.

KEEP ON APPLYING!

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"What lies behind us and what lies before us are small matters, compared to what lies within us."

Ralph Waldo Emerson

TEST ANNOUNCEMENTS

When the Civil Service Commission is scheduled to administer a test for a specific job class, an announcement is issued with the details of the exam.

What information is on the announcement?

The announcement contains some very valuable information, so it is important that you carefully review this document before completing an application. For example, the Minimum Qualifications section tells you the education and/or experience required for the job. This is important because only those applicants who meet these qualifications will be approved to take the exam. The announcement also lists pay rate information and the deadlines for applying.

In addition, the announcement provides examination information that will help you prepare for the test. It lists the types of test components and the percentage of each. For example, some jobs are tested by a multiple-choice exam weighted 100%, while other jobs may have multiple components, such as a multiple-choice

exam and a typing test, with each accounting for 50% of the test score. Other important information in this section includes the subject areas for the exam, testing dates, and any documentation that is required, such as college transcripts.

At the end of the announcement you should also review the Notes to Applicants section. Any current vacancies will be listed there, along with details about the background investigation, drug screening, and residency requirements.

Where can I see City test announcements?

Examination announcements are posted for viewing at the Commission's Beacon Building offices in the 6th floor hallway and online at our website at www.csc.columbus.gov. Simply go to Job Openings and select one of the listed job titles. In addition, by completing or updating a job class interest sheet every six months, you will be sent a copy of the announcement by mail for any positions you have indicated an interest in.

DID YOU KNOW?

- ❖ The Commission verified an average of 1,204 personnel transactions per month in 2004 before certifying the City payroll.
- ❖ The City hired 794 employees in 2004, including 326 in full-time and 468 in part-time positions.
- ❖ During 2004, the Commission took action on 94 job classifications which included revisions, creations, abolishments, and reviews with no change.

MEET COMMISSION EMPLOYEE...BRENDA SOBIECK!

Brenda Sobieck is a Personnel Administrative Officer with the Civil Service Commission in the Administration Unit. In that position, she is responsible for coordinating background reviews and medical contracts for prospective police and fire candidates, uniformed promotional certifications, tracking the Commission's performance measures, and acting as a hearing officer for City of Columbus and Columbus Public School appeals. She has also been the editor of the *Commission Comments* newsletter since 1999.

A native of Louisville, Ohio, Brenda relocated to



Columbus after receiving a bachelor's degree in psychology from the University of Akron. After being hired by the Commission in 1992 as a Personnel Analyst, she worked in both uniformed and nonuniformed testing, developing and administering exams and performing classification work. Brenda's favorite aspect of her job is the opportunity to work with many people, both in other City agencies and outside organizations.

Away from work, Brenda enjoys watching football and spending time with her family. She and her husband Dan have an active 2-year old daughter who keeps them on their toes.

JOIN THE BEST!

Have you ever considered a career in Law Enforcement? Then the upcoming **Police Officer Examination** is the one for you! If you have a high school diploma or G.E.D., a valid and current driver's license, are a current United States citizen, and are at least 20 years of age, you meet the qualifications for the examination. Please submit your application to the Civil Service Commission between October 17, and November 4, 2005. Apply online at www.csc.columbus.gov, in person or by mail at 750 Piedmont Road, Columbus, Ohio 43224. However you submit your application, please be sure to submit it no later than November 4, 2005! Mailings must be post-marked by November 4, and received by November 11, 2005.

The examination has multiple phases, consisting of a multiple choice, writing sample, oral board, (BPAD), and a physical capabilities test. The application packet and the website contain a great deal of information regarding the testing process, including

dates for information sessions. Additionally, a study guide will be provided to help prepare for the examination.



Prior police experience is NOT required. If you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity! The Division of Police provides twenty-eight weeks in the training academy, field training with a seasoned officer, and continuing education and training. This combination of training and experience will prepare you to ensure the safety of citizens, uphold the law, and ensure the rights of citizens are preserved. The rewards for this profession are immeasurable!!!

For more information on this position, call (614) 645-0800. To find out more about the Columbus Division of Police, visit its website at www.columbuspolice.org.

BACKGROUND REMOVAL STANDARDS

The current police and fire background standards were developed in 1995 by a committee which included employees of the Civil Service Commission, the Department of Public Safety, and the Divisions of Police and Fire. Public meetings were also held in order to allow for input from the community. The intent of this process was to develop standards which would be objective and applied in a fair manner to all applicants. The Civil Service Commission is responsible for maintaining these background removal standards and for the preliminary screening of applicants.

Applicants for the positions of Columbus firefighter, police officer, and police communications technician must meet the background standards in order to be hired. Applicants for these positions must submit an abbreviated background questionnaire (ABQ) with their application, which screens for some of the most common disqualifiers and removes applicants in violation of the standards from the process before they take the exam. After passing the exam and being placed on the eligible list, candidates must also successfully complete an intensive background investigation. The background investigation and removal standards cover areas such as, family history, military history, traffic, employment, criminal activity, substance abuse, and honesty/falsification. Applicants

for police communications technician are not subject to the standards regarding employment or traffic violations.

Many of the standards have specific time limits. For example, an applicant with a DUI or OMVI (operating a motor vehicle under the influence of drugs or alcohol) conviction within the past five (5) years could not be hired as a firefighter or police officer. After five years, this would no longer be a disqualifier for that applicant. A few of the standards, because of the seriousness of the activity involved, will cause an applicant to be permanently barred from employment in these positions. These include felony convictions, vehicular homicide convictions, and more than one (1) OMVI as an adult.

Applicants who are removed based on these standards are provided an opportunity to have the removal decision reviewed by the Commission. If they are restored to the process as a result of the review, they must still successfully complete the remaining steps in the selection process and receive an offer of employment. To view the background removal standards, visit our website at www.csc.columbus.gov, click on Uniformed Police Exams or Uniformed Fire Exams, choose Police Officer or Firefighter, then click the background standards link.

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www.csc.columbus.gov

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NEW COMMISSION EMPLOYEE

Stephanie Thompson recently joined the Civil Service Commission as an Administrative Assistant working on the Classification team. Stephanie is a 25 year City employee who transferred from the Department of Finance. She was also a former Commission employee so we welcome her back to work with us again!

CHECK OUT OUR NEW LOOK!

The City of Columbus is in the process of updating all department and division websites, and the Civil Service Commission recently upgraded to the new look. The website now has lighter and brighter colors, and

features the Commission's new motto "Delivering Excellence Everyday." The webpage continues to provide up-to-date and useful information and tools including current job postings and applications,

classification information, job class interest sheets, meeting information, rules, forms, and much more. No matter if you regularly frequent the Commission's website or you are a first time user, now is a great time to check out our new look and take advantage of the useful tools and information provided.

The Civil Service Commission's website can be directly accessed by going to www.csc.columbus.gov or can be accessed from the City of Columbus' homepage at www.columbus.gov by selecting the Civil Service Commission link located under City Departments.

